



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 07-30

18 Sep 2007

**CONSTITUTION DAY AND CITIZENSHIP DAY MANDATORY TRAINING**

1. Public Law 108-447 designated 17 September of each year as "Constitution Day and Citizenship Day" to commemorate the formation and signing of the U.S. Constitution on 17 September 1787. It is also a day to recognize all who become U.S. citizens. The law further stipulates that all Federal agencies or departments provide training and educational materials annually to all employees. All new employees appointed must complete this requirement during their new employee orientation. This requirement was further mandated by the Department of Defense (DoD) for all DoD agencies including the National Guard Bureau. The California National Guard Human Resources Office (HRO) supports this initiative and requires all California Air and Army Guard federal technicians to comply with DoD requirements.
2. To ensure employees receive training, DoD has developed a website (<http://constitutionday.cpms.osd.mil>) containing educational and training materials appropriate for the DoD workforce. The website, which provides a multi-media presentation, may be used to meet the annual requirement of PL 108-447 and contains the mandatory online course, which can be completed in as little as 20 minutes.
3. Supervisors and managers must ensure employees complete the course and provide a printed certificate of course completion to their Remote Designee **NLT 7 November 2007**. New employees must provide course completion certificates NLT 30 days upon appointment.
4. Remote Designees are required to consolidate and must provide a spreadsheet of the names, social security numbers and dates of completion for all technicians completing this training **NLT 16 November 2007**. Employees may use duty time to complete the course, providing workload and other priorities permit. Send spreadsheet to [christine.zell@us.army.mil](mailto:christine.zell@us.army.mil).
5. Questions may be directed to Ms. Christine Zell at CAGNET 63411, DSN 466-3411, or (916) 854-3411.

  
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